

Utah 2030:

State Agencies Prepare
for an Aging Utah

Agency Work Plan

Due August 31, 2006

Purpose: The agency work plan:

1. Is designed to assist you in conducting the work necessary to prepare the three-part Brief to be submitted by your agency. By completing the reporting form, your agency will think through the approach it will take, the process it will use, and the people it will involve to conduct the work.
2. Will be used by the Commission on Aging to (a) demonstrate to the Governor's office that all agencies have considered how they will conduct their work in order to meet the established timeframes for preparing the three parts of the agency briefs, and (b) work with the Commission on Aging to plan ways to address the agency's needs.

Agency Work Plan Reporting Form:

This reporting form is to be used to outline the work plan your agency will use to complete the three parts of your agency's 3-part brief:

1. Internal scan
2. Priority areas
3. Response plan

Use your reporting form to outline the work plan you will use to complete the 3-part brief. In addition, the reporting form gives you an opportunity to identify issues that emerged as you developed your agency's work plan.

Time Line:

Agency Work Plan	August 31, 2006
Brief Part 1, Internal Scan – Agency Status Report	September 7, 2006
Brief Part 1, Internal Scan – Draft	September 28, 2006
Brief Part 2, Prioritization – Draft	October 26, 2006
Brief Part 3, Response Plan – Draft	December 1, 2006
Three-Part Brief – Final	January 11, 2007

**Agency's Work Plan
Reporting Form**

Due August 31, 2006

Agency: _____

Designee: _____

Phone #: _____

**WORK PLAN for
Part 1: Internal Scan**

For each question below:

- Describe the process and action steps that your agency will take to address each question.
- Specify the time frame for completing each action step.
- Identify who will be involved in completing the internal scan.

1. Identify the impact of the increase in Utah's aging population on your agency. How will the changing demographic affect your agency's overarching policy issues, direction, program considerations, changing constituency needs, and management concerns?

a. Process:

b. Time frame:

c. Who will be involved:

2. If your agency has begun to address the impact of the aging population, describe what you are doing to address or respond to these anticipated changes, including identified priorities, overarching policies, programs, etc.
- a. Process:
 - d. Time frame:
 - e. Who will be involved:

WORK PLAN for
Part 2: Agency Priorities

For the question below:

- Describe the process and action steps that your agency will take to address each question.
- Specify the time frame for completing each action step.
- Identify who will be involved in completing the internal scan.

Prioritize your agency's policy issues, direction, programs, management issues, etc.

List those that are considered to be most important to your agency.

- a. Process and Action Steps:
- b. Time frame:
- c. Who will be involved:

**WORK PLAN for
Part 3: Response Plan**

For each question below:

- Describe the process and action steps that your agency will take to address each question.
- Specify the time frame for completing each action step.
- Identify who will be involved in completing the internal scan.

3. What action can your agency take in the next two years to address the priorities you have identified that reflect the impact of the aging population? Consider collaborative approaches among agencies and how such collaboration could fit into an overall state planning process.

d. Process:

e. Time frame:

f. Who will be involved:

4. What are the results you expect to achieve through your recommended actions? List several indicators that would measure your agency's progress in achieving these goals.

a. Process:

b. Time frame:

c. Who will be involved:

Please take this opportunity to identify any issues or concerns that you found as you developed your agency's work plan. Describe any solutions or strategies that you have identified to address these issues or concerns. Other agencies may have experienced similar issues. Issues and solutions will be discussed at the September 7 meeting.